

## POSITION DESCRIPTION

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**JOB TITLE:** TEAS TEST PREPARATION INSTRUCTOR – NEVADA

**DEPARTMENT:** ADULT EDUCATION AND LITERACY (AEL)

**DIVISION:** STUDENT AFFAIRS

**HOURLY WAGE:** \$22.00

**FLSA:** NON-EXEMPT

**IMMEDIATE SUPERVISOR:** AEL DIRECTOR

**SCHEDULE DETAILS:** AEL/PART-TIME 10 HOURS

**DATE OF LATEST REVIEW/REVISIONS:** June 11, 2025

### Position Summary

The Crowder College Adult Education and Literacy department will be offering TEAS Prep Classes in person and online. The TEAS Test Prep Instructor will assist the students prepare for the Test of Essential Academic Skills (TEAS) a critical step toward entry into a Registered Nursing (RN) program. The ideal candidate will have a strong background in science, math, English, and reading comprehension, along with a passion for education and student success. The classes will be located on the Crowder College Nevada Center, 600 W Edwards Pl, Nevada, MO.

### Essential Job Duties

- Develop and deliver engaging, student-centered instruction in TEAS content areas: Reading, Mathematics, Science, and English & Language Usage
- Instruction must be implemented as Active Instruction that engages students: Whole group, Guided practice, independent practice, and Reflection;
- Conduct TEAS Prep Orientation and student enrollment following program enrollment procedures;
- Conduct pre- and post-testing (assessment) and maintain documentation;
- Maintain confidential participant files, student folders, and classroom records accurately in the program;
- Maintain, complete, and submit confidential participant files, document in student work folders, and keep classroom records accurately;
- Input student attendance into spreadsheets weekly
- Review the AEL Database LACES to review student progress and information accuracy
- Flip the classroom to virtual instruction, when necessary; (example: Winter weather)
- Participate in professional development;
- Establish and maintain appropriate relationships with students and staff;
- Work collaboratively with other instructors;
- Work collaboratively with area agencies and industry;
- Assist with marketing TEAS Prep services in the community;
- Conduct students follow up and tracking;
- Attend staff development, staff meetings;
- Fulfill any other duties as assigned which job-related circumstances may demand;
- Assist students in advancing or retaining positions within their company;
- Willingness to follow the guidance of the site and program lead instructors;
- Willingness to be mentored for 2 years.

### Required Knowledge, Skills & Abilities

- Bachelor's Degree
- Requires Adult Education and Literacy Certification or ability to obtain within three months of hire date. The certification process and training are free.

- Must pass a background check.
- Ability to establish and maintain positive working relationships with college personnel, students, and external college contacts.

#### **Preferred Knowledge Skills & Abilities**

- Teaching experience preferred.
- Healthcare experience preferred.

#### **Information Technology Abilities**

- Ability to operate standard office equipment such as computers, copiers, smartboards, and telephones.
- Ability to use Microsoft Word, Excel, and Teams
- Ability to use online platforms for instruction

#### **Positions Supervised**

- None

#### **Working Environment**

- Generally, indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A neat appearance and appropriate professional apparel are required.

#### **Physical**

- Sedentary work involves sitting part of the time but will involve mobility within the workplace and external locations.
- Input and access information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Creative and Analytical Skills**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

#### **Language/Communication Skills**

- Ability to communicate effectively with a variety of people, including students, instructors, and the public.

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